



Wake Forest Board of Commissioners

Meeting Agenda

August 18, 2020 at 7:00 PM

All items listed are for discussion and possible action.

Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Town of Wake Forest will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. For individuals with impaired hearing, special equipment is available for use during meetings in the Town Hall board chambers. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Town of Wake Forest should contact the office of ADA Coordinator Mickey Rochelle at 919-435-9455 or mrochelle@wakeforestnc.gov or Town Clerk Deeda Harris at 919-435-9413 or dharris@wakeforestnc.gov as soon as possible, but no later than 48 hours before the scheduled event.

Cable & Online Broadcast of Board of Commissioners Meetings

All Board of Commissioners meetings are broadcast live on Spectrum Cable Wake Forest TV 10 (WFTV 10) beginning at 7 p.m. Meetings are also aired online on the Town of Wake Forest website at www.wakeforestnc.gov. Archived meeting videos are also provided and available for one year after the original air date.

Meeting Agendas

The Board of Commissioners meeting agenda is available to be viewed and downloaded at www.wakeforestnc.gov/board-of-commissioners.aspx by noon on the Thursday prior to the third Tuesday of each month. Citizens may request copies of the agenda or submit questions concerning agenda items by calling the Town Clerk's office at 919-435-9413. Citizens may also receive a copy of each month's agenda via email by enrolling in the free E-Notifier subscription service. For more information visit www.wakeforestnc.gov/enotifier.aspx.

Public Hearings

When an agenda item is denoted as a Public Hearing, persons attending shall be permitted to address the Board of Commissioners regarding the item under consideration with those speaking in favor first and those against speaking second. Proponents and opponents shall each be given five minutes of time to speak and may choose to allow one speaker to utilize the time. In the event either proponent(s) or opponent(s) have not designated a speaker to represent the view, each speaker will be allowed five minutes each to express his/her comments, ideas, concerns, expressions, and desires. No comments will be allowed on agenda items.

Public Comment

Anyone wishing to address the Board of Commissioners concerning an issue or topic that is not a public hearing item or an agenda item during the time of the Public Comment should contact Town Clerk Deeda Harris by 3 p.m. the day of the meeting. Mayor Jones will recognize you during the Public Comment period and give you 3-5 minutes to speak. Thank you for your cooperation.

Call to Order

Pledge of Allegiance

1. Approval of Agenda

2. Approval of Minutes

- 2.A. Approval of Minutes for Meetings held July 7, 2020 (Board of Commissioners Work Session and Joint Public Hearing), and July 21, 2020, (Board of Commissioner Regular Meeting)

[mins-7-7-20-Agenda-draft.pdf](#)

[Draft July 2020 JPH Meeting Minutes.pdf](#)

[mins-7-21-20-Agenda-draft.pdf](#)

3. Presentations

- 3.A. Proclamation Recognizing August 31, 2020 as "International Overdose Awareness Day"
[Overdose_Awareness_Day-8-31-20.docx](#)
- 3.B. Proclamation Recognizing Constitution Week - September 17-23, 2020
[CONSTIWK Sept 17-23,20.docx](#)

4. Public hearings / Public Comment

- 4.A. Public hearing on a petition requesting contiguous annexation submitted by Legacy Heritage Lake Road LLC for property located at 0 Friendship Chapel Road, being Wake County Tax PIN 1840-86-1809 and adjacent right-of-way.
[081820 BOC Agenda Summary \(AN-20-11\).pdf](#)
[AN-20-11 Annexation Petition.pdf](#)
[Attachment A - Legal Description.pdf](#)
[Attachment B - Annexation Map.pdf](#)
[Legacy Heritage Annexation Ordinance 081820.docx](#)
- 4.B. Public hearing on a petition requesting contiguous annexation submitted ALF Holding Village, LLC; Town of Wake Forest; and Holding Village Owners Association Inc for properties located at 0 Friendship Chapel Road, 1323 S. Franklin Street, 0 Dr. Calvin Jones Highway, and 0 S. Franklin Street, being Wake County Tax PINs 1840-44-4866, 1840-55-1011 (portion), 1840-55-5646, 1840-64-0906, 1840-34-2457, 1840-53-0617, 1840-54-7440 and adjacent right-of-way
[081820 BOC Agenda Summary.pdf](#)
[Annexation Petitions.pdf](#)

[Attachment A - Legal Description.pdf](#)

[Attachment B - Annexation Map.pdf](#)

[Holding Village North Lake Annexation Ordinance 090120.docx](#)

- 4.C. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 5 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speaker.

5. Consent Agenda

(A Consent Agenda is a group of items passed with a single motion and vote. These matters are of a generally routine nature. No debate is allowable on any item included on the Consent Agenda. If a Commissioner or any citizen of Wake Forest or its ETJ wants separate consideration of any item, it may be removed from the Consent Agenda by request.)

- 5.A. Approval of Resolution in Appreciation of Services of Outgoing Youth In Government Advisory Board Members
[YIG_appreciation-summary.docx](#)
[YIG-apprec_2020.docx](#)
- 5.B. Approval of resolution authorizing installment purchase agreement
[Vehicles and equipment IPA resolution_summary.pdf](#)
[Vehicles and Equipment RFP_FY 2020-2021.pdf](#)
[analysis of proposals_vehicles.pdf](#)
[Truist Proposal - Wake Forest NC - Vehicles Financing.pdf](#)
- 5.C. Resolution to surplus the badge and service weapon carried by Lt. Trent Coleman
[Coleman-badge_weapon_surplus-summary.docx](#)
[resolution2020-x_Coleman-Surplus_Badge_Service_Arm-August2020.docx](#)
- 5.D. Approval of a Resolution of Intent to close a portion of Seventh Street.
[Intent_Agenda_Summary_08182020.docx](#)
[Draft_Survey_Abandonment_Plat.pdf](#)
[Metes_Bounds_Description.docx](#)
[Resolution_Intent_08182020.docx](#)

6. Legislative Items

7. Planning Items

- 7.A. Consideration of ACTION of LEGISLATIVE ITEM TA-20-04, text amendment to the Unified Development Ordinance for the purpose of amending Section 9.4 including, but not limited to proposing an exemption to the parking requirements in the Renaissance Area and clarifying shared and satellite parking requirements

[TA-20-04_Agenda_Summary2.pdf](#)

[TA-20-04 Consistency Statement.pdf](#)

[UDO Ordinance TA-20-04.docx](#)

[Planning Board's Written Report to the Board of Commissioners.pdf](#)

8. Administration and Financial Items

9. Public Services Items

10. Parks and Recreation Items

- 10.A. Amending Fee Schedule for Town of Wake Forest for the PRCR Dept.
(Instructor/Virtual Programs Option)

[Summary_Sheet_-_PRCR_Dept._Fee_Amendment_.docx](#)

[Fee_Amendment-Virtual_Programs_-_PRCR_Dept..pdf](#)

11. Public Safety Items

12. Other Business

- 12.A. Wake County Tax Releases - (will not be mailed until Aug. 17)

- 12.B. Monthly Report

[July 2020-monthly_rpt.pdf](#)

- 12.C. Commissioner Reports

13. Adjournment